

ACS VOLUNTEER POSITION DESCRIPTION

PROGRAM: Relocation Readiness

POSITION/TITLE: Youth Sponsorship Coordinator

FIRST LINE SUPERVISOR: Relocation Coordinator or Assisant

SECOND LINE SUPERVISOR: ACS Volunteer Supervisor

GOAL/OBJECTIVE: Provide assistance to Relocation Program, School Age Service, School Liaison Officer and Youth Services staff to support an effective Youth Sponsorship Program at Fort Riley.

DUTIES: Assists ACS Relocation Coordinator, Youth Service staff, School Age Service staff, and School Liaison Officer in the following tasks: Conducts needs assessment via interviews and surveys of youth; Collates and analyzes information gathered into draft fact sheets; Works to develop current program guidelines and standard operating procedure; Markets program; Creates slides, sponsorship forms, and welcome packets; Solicits and trains volunteer Youth Sponsors; Interviews incoming youth to assess individual needs and coordinate provision of those needs by Youth Sponsors upon arrival; Assists staff in Coordination of newcomer tours for youth; Prepares correspondence, memoranda, forms, and messages; Uses computer, word processing software and printing equipment to create, copy, edit, store, retrieve, and print various documents; Maintains Youth Sponsor files; Assists staff in preparing materials and set up for events; Volunteer activity will primarily be sedentary; however, it may require periods of standing, bending, lifting, and stooping.

TIME/DRIVING REQUIREMENT: Requires minimum of 3 month commitment; 8-24 hours weekly to include some nights and weekends (time may vary depending on program activity); Driving of GOV and reimbursement of POV expenses are not authorized; Regular use of a vehicle is not required.

QUALIFICATIONS: High School Diploma; Security Clearance to work with supervised children and youth; Ability to type; Basic knowledge of Microsoft Excel, Word, and Power Point software; Strong organizational skills; Sounds oral and written communication skills.

TRAINING: Volunteers will be required to attend a basic orientation prior to or shortly after they are accepted for duty as an Army Community Service volunteer (2 hrs); Supervisor will provide on-the-job training on equipment usage, procedures, and program introductions; other to be determined by supervisor; Security Clearance to work with youth (provided by Youth Service); Volunteer must take security and computer use training prior to government computer use (1 hr); Volunteer may be required to undergo security clearance prior to government computer use depending on access required.

EVALUATION: Ongoing and immediate supervisor feedback; Annual evaluations for long term volunteers (3 or more months) unless need for more as determined by supervisor and volunteer.